



City of South Bend

Internal Vacancy Announcement

Post Date: Wednesday, September 2, 2015

Closing Date: Tuesday, September 8, 2015

### **ADMINISTRATIVE ASSISTANT III**

**Category:** Part-time/Temporary

**Department:** Public Works – Engineering

**Reports To:** Executive Assistant and Director of Special Projects

**Schedule:** 20-29 hours per week. Hours may vary based on departmental needs.

**Pay Rate:** \$14.00-\$19.00/hr. (Non-exempt)

**Position:** **SUMMARY**

Works with all City departments, utility companies, and private contractors to inform citizens of construction and work schedules for improvements in the public right-of-way. Helps resolve complex customers concerns in regards to construction and emergency repairs to public streets. Coordinates work with contractors and residents for the Curb and Sidewalk Program, Lamppost program, residential parking designation, and installation of handicapped parking signs. Coordinates Special Events in the right-of-way with event organizers, Police Department, and Street Department.

**SUPERVISION EXERCISED**

Not applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Work with Public Construction Manager to organize work schedule for neighborhood construction.
- Must be able to work with Police Dept. and Street Dept. to coordinate use of and blocking of the right-of-way.
- Curb and Sidewalk coordination with Council members, community, and Street Dept.
- Assist with the Curb and Sidewalk Program.
- Coordinates right-of-way closings for special events with organizations and citizens on behalf of the Board of Works.
- Back-up for Engineering front office and phone coverage.

**NON-ESSENTIAL/MARGINAL FUNCTIONS:**

- Assume additional responsibilities as requested.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Customer service abilities

**EDUCATION AND/OR EXPERIENCE**

High school diploma or equivalent education is required in addition to five (5) years of clerical experience and/or secretarial experience; knowledge of administrative and clerical procedures.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- This is a specialized job that requires advanced customer service and City policy skills.
- Must have knowledge of ordinances, rules and regulations regarding use of the public right-of-way, and legal requirements of the City regarding Special Events and use of right-of-way.
- Knowledge of all construction projects with ability to answer customer concerns.
- Knowledge of administrative and clerical procedures.
- Advanced Microsoft Office application skills, the Internet, and e-mail.
- Ability to handle multiple tasks.
- Manage a multi-line telephone system while completing other projects.
- Type accurately at the rate of forty-five (45) words per minute.
- Respond to customer needs and requests for service and assistance.
- Speak clearly and persuasively in a positive or negative situation.
- Decision Maker and problem solver.
- Must be organized.
- Possess strong communication skills (written and oral); ability to take efficient notes.
- Possess good time management and organizational skills and the ability to work independently with little supervision.
- Use accurate grammar and spelling; write clearly and informatively; must have excellent attention to detail.
- Effectively utilize teamwork.
- Knowledge of City or County government processes.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License.

**EQUIPMENT**

Desktop Computer, Multi-line Telephone, Copy Machine, Scanner, Fax Machine, and Laser Jet Printer.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time. The employee is occasionally required to walk; use hands or fingers to handle objects or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to hear and comprehend normal speaking voice in person or over the phone is required. .

**WORK ENVIRONMENT**

Work is performed in a normal office environment, with moderate inside temperatures, primarily sitting in a confined position. The noise level in the work environment is usually quiet to moderate. The entire building is smoke-free.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required**